

VACANCY

The MVA Fund is a statutory body established to design, develop, promote, and implement motor vehicle accident and injury prevention measures. The Fund provides assistance and benefits to all people injured and dependants of those killed in motor vehicle accidents in accordance with MVA Fund Act, Act 10 of 2007.

The MVA Fund invites applications from suitably qualified, experienced, and competent persons to join its workforce in the following position:

Position: Case Coordinator (Patterson C3) x2
Duty Station: Gobabis & Keetmanshoop Service Centres

Purpose of this position: To interact with claimants and ensure that all relevant information accompanying the claim complies with the minimum standards to enable accurate assessment.

KEY PERFORMANCE AREAS

- Review claims received in terms of quality, eligibility, authenticity, and prescription period.
- Registers claims on the claims management system and repudiate invalid claims.
- Ensures that walk-in claimants are attended to.
- Compute compensation due to claimants in accordance with MVA Fund Quantum Guide and draw up treatment plans.
- Determine liability of the Fund and degree of negligence of parties involved in the accident and compute compensation.
- Scrutinises medical reports, settlement agreements/benefit awards and drafts rehabilitation plans.
- Manage claimant's medical undertakings by making appointment, logistical arrangements including daily allowance for patients travelling for medical appointments.
- Prepare weekly claims statistics and compile reports.
- Manage loss of Support undertakings by conducting annual visits to beneficiaries' minor children to confirm guardianship.
- Manage loss of income undertakings in accordance with Section 25 (6) of the Motor Vehicle Accident Fund Act, 2007.

COMPETENCIES AND SKILLS REQUIREMENTS

- Bachelor's Degree in Business Administration, Nursing Science or Health Information System
- Valid Code B driver's license
- Good command of the local language will be an added advantage
- High degree of integrity and the ability to work in high demand and fast paced environment
- Good decision-making and problem-solving skills
- Good communication and interpersonal skills

The MVA Fund is an equal opportunity employer. People with disability emanating from Motor Vehicle accidents are encouraged to apply. Only shortlisted candidates will be notified. No documents will be returned.

Applicant are required to complete the online Application Form available on the MVA Fund website.

Furthermore, a motivational letter, detailed CV, and certified supporting documents must be emailed as a one consolidated PDF document to: recruitment@mvafund.com.na

Enquiries: Ms. Marlyn De Kock
Human Capital Generalist
Tel: +264 61 289 7037

Deadline: Friday, 04 September 2026 at 16h00